

# Student Attendance Policy

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## Source of Obligation

The Victorian Registration Standards (sch 4 cl 10 ETR Regs) (CECV Guidelines ref 4.9) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absences of a student from the College including classes; and
- follow up any unexplained absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at the College or classes on their student file.

The Victorian Registration Standards (sch 4 cl 11 ETR Regs) (CECV Guidelines 2.4) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years). An attendance register records any unexplained absences to ensure:

- the care, safety and welfare of students
- continuity of learning

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

## Daily Attendance Register

Lavalla Catholic College keeps a register of daily attendance of all students at the College in electronic form (SIMON). The register of daily attendance records the following information for each student:

- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence.

Attendance is marked by teachers during each class.

## Monitoring Daily Attendance

Lavalla Catholic College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from College or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided through PAM (Parent Access Module) or by telephoning the College Reception and should be made prior to the start of the school day.
- Class teachers take the class roll during each class. Class teachers are contacted via SIMON if they fail to mark their roll by a specific time. Homeroom and Period 1 also involve a physical check of any absence. Where an absence has not been explained by 10am, an SMS is forwarded to the student's parents / guardians notifying them of the absence and requesting that they contact the College.

- If the parent / guardian does not respond by 11am, Student Services will make contact via telephone with any of the contacts listed in the student's records.
- If no verbal verification has taken place with any contact, a voice message will be left with one of the contacts.
- Where the absence remains unexplained, the matter will be reported to the Learning Advisor / Homeroom Teacher for investigation and follow up.
- All absences are recorded. They are then notified to Student Services and cross checked against the absentee notifications that have been provided to the College that day.
- Where students are participating in courses provided by other providers, the other provider will be responsible for the supervision of students. The other provider must promptly notify the College of any non-attendance. Kildare Student Services will ensure that this information is recorded in the student's records in SIMON.

It is the responsibility of the **Deputy Principal – Student Wellbeing & Operations** to ensure that student daily attendance is being effectively monitored.

## Monitoring Daily Attendance – Remote Learning

In the event of remote learning, attendance will be monitored in accordance with our **Remote Learning: Collection of Attendance Data process**.

## Following Up Unexplained Student Absences

Lavalla Catholic College has implemented the following systems and procedures in order to follow up unexplained absences from College:

- Where the absence remains unexplained after two days the matter will be followed up and investigated by the Learning Advisor / Homeroom Teacher.
- All information in relation to unsatisfactory attendance is recorded on student's files and information with respect to attendance is provided in each student's school report.
- Where the absence remains unexplained the matter will be further followed up and investigated by the Learning Advisor / Homeroom Teacher.
- Should the absence not be explained and be prolonged it is followed up by the Wellbeing Leader / Head of House, and if required in consultation with the Deputy Principal – Student Wellbeing & Operations and Principal, the matter will be forwarded to the CEO for written action and then DEECD for further follow up.
- The requirement to follow up unexplained absences is included in the role descriptions of identified staff.
- In extreme cases of non-attendance, the Deputy Principal – Student Wellbeing & Operations, in conjunction with members of the Wellbeing Team, will formulate an individual action plan based on the student's needs.

## Notification to Parents and Guardians of Unsatisfactory Attendance

Lavalla Catholic College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where the absence remains unexplained after two days the matter will be followed up and investigated by the Learning Advisor / Homeroom Teacher.
- All information in relation to unsatisfactory attendance is recorded on student's files and information with respect to attendance is provided in each student's school report.
- Where the absence remains unexplained the matter will be further followed up and investigated by the Learning Advisor / Homeroom Teacher.
- Should the absence not be explained and be prolonged it is followed up by the Wellbeing Leader / Head of House, and if required in consultation with the Deputy Principal – Student Wellbeing & Operations and Principal, the matter will be forwarded to the CEO for written action and then DEECD for further follow up.

Parents / guardians are regularly reminded to ensure that any changes to their contact details are communicated to the College.

## **Records of the Register of Daily Attendance**

The register is retained indefinitely and shows the class attendance checks and any reasons for absence.

## **School Attendance Guidelines**

Lavalla Catholic College has referenced the information contained in the Victorian Government's **School Attendance Guidelines** in relation to the development of this policy.

## **Implementation**

Lavalla Catholic College has set up a series of compliance tasks in CompliSpace Assurance to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

## **Related Policies**

**Whereabouts Unknown (Everyday Counts) Policy**